



ST THOMAS'S  
SCHOOL

**St Thomas's School Board of Trustees  
Minutes of Meeting held in the Staffroom  
On Tuesday 16<sup>th</sup> June 2020**

1. **Present:** Michael Maher, Michael Morton, Georgia Houlker,  
Jake Shand, Richard Klipin (via Zoom), Claudine Crabtree (via Zoom)
2. **Open & Welcome** Meeting opened at 6.34pm.
3. **Apologies** Claire Fromow
4. **Guests** Meredith Self and Amy Gifford
5. **Declare interests** Nil
6. **Previous Minutes**  
The Board resolved that the minutes from the meeting held on 19 May 2020 are a true and accurate record.

*J Shand/G Houlker*

**7. Correspondence**

Student Care Report for Term 2 received.

Letter from MoE received yesterday confirming that the fencing has been satisfactorily completed and that there are some minor modifications to complete.

**8. Action List**

Meeting confirmed for the Tuesday 23<sup>rd</sup> June at 6.30pm. G Houlker will send survey results out before then.

Principal has spoken to D Hatton about donations and has also spoken with the PTA about fundraising. Donations are slightly behind due to less students and COVID. Reminders will be sent out again next term. PTA have said that they feel confident that they will get close to their budget.

G Houlker has looked into what calendars other schools are using and all are using google calendars. This will be followed up with Claire in Term 3.

Chair and Principal have looked at work plan and will continue to do this regularly.

A response from the advert for help with applying for Grants has been received. Chair and G. Houlker will arrange to meet with this person.

**9. Financial Report**

Have received 69% of FFP payments to date so should hit target. Some budgets under spent due to lockdown. There is \$15k allocated to PD which will be run by Lisa Horton and also funding for Longworth Education to deliver PD for Learning Through Play. There is a MoE grant of \$15k which will

go towards this PD.

*J Shand/Principal*

## **10. Principals Report**

Roll is down on this time last year as growth bubble moves through the school and less Year 0 enrolments. New development in Donnelly St will be a cross over zone with St Thomas's and Stonefields.

Met with Auckland Transport regarding traffic flow. Students will be surveyed about how they get to school, and this will be fed back to Auckland Transport. There will also be communication with the community about setting up walking school buses. Their approach is to get more people walking. Will keep up to date with reviews that are being carried out with other schools around traffic management.

Teacher Aide pay increase is currently being voted on. MoE are going to reimburse schools for the back pay to the beginning of the year and will fund this increase for the next three years until a new ops grant comes into place. This will not affect schools' budgets.

In the process of moving towards using Xero and this will be up and running by September.

There have been a lot of power outages, fire alarms set off, internet out due to the building work, which is being investigated. There will be a new UPS system put into the server.

School bells are still not operating properly so some options are being looked at.

Canopy in junior playground has been delayed but should be in place for Term 3.

Annual report submitted. Signed copy to be added to minutes and website.

### **Annual Plan**

Real time reporting will be updated for the end of term on reading, writing and maths, along with a general comment.

Results from the student agency tool were presented by Matt Hansen to the staff and this will also be presented to the Board at the next meeting.

Collaborative learning is back to normal after COVID.

Looking at mid-Term 3 to hold sessions with the parents in the new building. Sessions will include a celebratory walk through of the new building and another session on learning.

Y1&2 have been having PD with Longworth Education looking at Learning through Play. A presentation to the Board from the Y1&2 Team Leaders will take place at the September/October Board meeting.

EOTC – most of this been put on hold due to COVID. Currently working on procedures and refining them.

Communications plan – keep parents updated with progress on the annual plan via the newsletter.

A graphic of what learning looks like is in the process of being created. Once it is ready focus groups will be set up to provide feedback.

Pasifika engagement – Kohiko Mai project is underway in Years 7 and 8.

**Landscape Design RFP**

Discussed earlier

**New Housing Development**

Discussed earlier

**15. Meeting Review**

The meeting closed at 8.33 pm.

In Committee Session

Next meeting: 18<sup>th</sup> August 2020 6.30pm

Signed:   
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Michael Morton  
Chair

Date: 21/08/2020